

EXAMPLE #2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER

Proposal: To create the number GT5889.5, with the caption **Cats**, aligned with the existing caption **Dogs**.

Step 1: Browse to GT5889.

Step 2: From the existing list of Cutters, click on **P** beside GT5890. (This number is chosen as the basis for the proposal because the caption is at the same alignment as the proposed new caption.) The EZ form is displayed:

Classification Proposal System	
Proposed Schedules Record [GT5890]	
<div>Save Cancel Logout</div>	
<div>Create a proposal for a new classification number</div>	
Proposal generated by Coop	
Existing class # GT5890	
Proposed class # <input type="text" value="GT5890"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	<div>Manners and customs (General) Customs relative to special classes. By occupation Agriculture and hunting Domestic animals and cultivated plants Domestic and otherwise useful animals</div>
Caption	<input type="text" value="Dogs"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<div></div>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
Pattern	<input type="text"/>
Better	<input type="text"/>
<div>If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.</div>	
Email address	<input type="text"/>
<div>Append Insert Remove Save Cancel Logout</div>	

Step 3: Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**. Check that the radio button for **Single #** is selected.

Step 4: Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.*

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

Classification Proposal System	
Proposed Schedules Record [GT5890]	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/>	
Create a proposal for a new classification number	
Proposal generated by Coop	
Existing class # GT5890	
Proposed class # <input type="text" value="GT5889.5"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span	
Hierarchy	<div>Manners and customs (General) Customs relative to special classes. By occupation Agriculture and hunting Domestic animals and cultivated plants Domestic and otherwise useful animals</div>
Caption	<input type="text" value="Cats"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<div></div>
Work cat.	<input type="text" value="Jones, T. Cats, c2006"/>
Cataloger's comments	<input type="text"/>
Pattern	<input type="text"/>
Better	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text" value="myname@myinstitution.edu"/>
<input type="button" value="Append"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/>	

Step 7: Click **Save**. On the confirmation screen, click **OK**.

Step 8: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:

	Horses and riding [H R M P Ref]
	Including costumes
GT5885	General works [H R M P Ref]
GT5888	Harness, bits, spurs, etc. [H R M P Ref]
	Cf. SF92 Use on farms [H R M P Ref]
	Cf. TS1030-1035 Leather industry [H R M P Ref]
GT5889.A-Z	By region or country, A-Z [H R M P Ref]
GT5889.5	Cats [H R M P Ref]
GT5890	Dogs [H R M P Ref]
GT5895.A-Z	Other animals, A-Z [H R M P Ref]
GT5895.C37	Cattle [H R M P Ref]
GT5895.E43	Elephants [H R M P Ref]

Step 9: Email a notification to the LC Coop Team that a proposal has been created at GT5889.5.